



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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**ISIS Memorandum 05-032**

To: Employee Administrators  
Human Resource Managers  
Security Administrators

Subject: ISIS HR Security Changes

The final step of the ISIS HR Security restructure project will be implemented Monday, February 7, 2005. These changes were originally announced in [SIS Memorandum 04-050](#). Users will notice the following changes:

- A new step has been added to REHIRE process. A new transaction, **ZPREHIRE** (Prepare Employee for Rehire), must be completed prior to executing PA40 - Rehire (P or NP). The path for ZPREHIRE is Human Resources>Personnel Management>Administration>HR Master Data>Prepare Employee for Rehire (ZPREHIRE). Note that the transaction, while displayed on the PA40 Actions menu, is not executable via PA40. See entry screen below:

This process creates new IT0000 and IT0001 records that reflect the data values provided in the ZPREHIRE transaction (note: personnel area is inferred from the position number). The employee's status is changed from 'withdrawn' to 'inactive'. Once the rehire record preparation is complete, the EA can proceed to the PA40-Rehire action. The employee will appear on ZP45, Potential Payroll/FI Audit Error Report, until the Rehire action is done.

Individuals who perform Rehire actions must take time to review changes in ISIS HR Rehire scripts. They should also consider adding ZPREHIRE to their Favorites folder. Revised scripts will be available on Monday, February 7.

02/02/05

- Personnel Administrator field is now active on Infotype 0001 (Organizational Assignment.) Agencies that must restrict system access to a level lower than Personnel Area can now utilize this field to establish who can maintain a particular employee's record. The field functions similarly to Time Administrator. Agencies that do not require this level of security are not required to populate this field.
- Maintenance authority has been terminated for Infotypes 167, 168, 170 and 378. Changes must be accomplished via e-Enrollment interface or by ISIS HR staff only.
- Infotype 0002 (Personal Data) and 0006 (Addresses) records can be viewed only for employees currently "owned". When necessary for business reasons, EAs can view all Infotype 0025 (Appraisal) records that exist in ISIS HR for an employee.
- Some reports have been shifted to other folders. For example, ZP14 was moved to the Statistical Summary Report folder.
- ZP109 - Single Employee Time Evaluation no longer requires entry of Personnel Area, only Personnel Number.
- Users can expect to see changes to security-related error text. For example, when executing a report, if a user attempts to access a personnel area or employee record for which they are not authorized, the message will read: *Insufficient authorization, no. skipped personnel nos. 1*. Basically, the program selects all records that meet the report's selection criteria, but outputs only those the user is authorized to view. If records were found that the user is not authorized to view, the above mentioned message is output including a count of the number of records that were not displayed.

The attached mapping document defines permissions tied to each of the new roles and details the walkover of old roles to new roles. Review this document carefully, as it may be necessary to request changes to individual EA security assignments. It is recommended that agencies run ZX25, Security Access by Personnel Area, on Monday morning to validate exactly what roles are tied to each of their positions.

Questions regarding access problems or roles assigned to a specific position should be directed to the ISIS HR Help Desk at 225-342-2677 option 1, then 2.

c. Whit Kling, Deputy Undersecretary

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# Permissions Mapping

## Paid Agencies (CoCode 0010)

### Paid Agency EA Processor:

Existing Role:	New Role:
ISIS HR Actions	Basic Employee Administration
Organization Management	Organizational Management
Transfer Administrator	Enhanced Employee Administration
Retroactive Calculation	Retro Authorization
Merit Administration	Basic Employee Administration
Master Data Administrator	Employee Administration Time Management

### ISIS HR Time Administrator:

Existing Role:	New Role:
ISIS HR Time Administrator	ISIS HR Time Administrator
State Police All	Employee Administration Time Management

### Special Authorizations:

Existing Role:	New Role:
Inquiry Only	Inquiry Access
Agency Fiscal	Agency Fiscal
DPS Reporting	DPS Reporting

**Reporting** – includes Benefits Management, Compensation Management, Financial, Organizational Management, Payroll Master Data, Personnel Management, Security Administration, Statistical Summary Reports, and Time Management

### Inquiry Access (inherits Reporting)

- Display HR Master Data (PA20)
- Display Organizational Plan (PPOS\_OLD)
- Display Object (PP01\_DISP)
- EA's will have statewide display access to most data
- Inquiry Only to your Agency Users
  - Display access to data for all employees in the agencies they are authorized to view
  - Statewide display access to Organizational Management data

### Organizational Management Processing Role (inherits Inquiry Access and Reporting)

- Maintain Organizational Unit (PO10)
- Maintain Position (PO13)
- Organizational Plan Change (PPOM\_OLD)
- Maintain Object (PP01)
- Maintenance access to OM infotypes (Object, Relationships, Account Assignment Features, etc)
- IT 0001, Organizational Assignment maintenance access (no other maintenance access in Personnel Administration)
- No built in Retro authority

**Basic Employee Administration Processing Role** (inherits Inquiry Access and Reporting)

- Enrollment (HRBEN0001)
- General Overview of Benefit Plan Data (HRBEN0006)
- Termination of Plan Participation (HRBEN0014)
- Confirmation Form (HRBEN0015)
- Automated Merit Program (HRCMP0001C)
- Maintain HR Master Data (PA30)
- Personnel Actions (PA40) (no Transfer)
- Payroll Simulation (ZY08)
- Quota Overview (PT50)
- Time Evaluation (ZP109)
- Maintenance access to PA and Benefits infotypes
- Maintenance access to IT 2006, Absence Quotas (no other maintenance access to Time infotypes)
- No built in Retro authority

**Enhanced Employee Administration Processing Role** (inherits Basic Employee Administration Processing Role permissions, Inquiry Access and Reporting)

- Transfer Personnel Actions (PA40)
- Off Cycle (ZPUOC\_10A)
- Maintenance access to IT 0416, Time Quota Compensation/Reduction and IT 2013, Quota Corrections
- Retro authorization

**Time Administrator Role** (permissions set at time administrator number level, limited reporting)

- Display Time Data (PA51)
- Maintain Time Data (PA61)
- Maintenance access to IT 0040, Objects on Loan
- Reports PT03, ZF09, ZF22, ZP106, ZP114, ZP134, ZP136, ZP152, ZP154, ZP97, ZT01, ZT02, ZT06, ZT09, ZT10, ZT11, ZT12, ZT20, and ZT22
- No built in Retro authority

**Employee Administration Time Management Processing Role** (permissions set at personnel area level; inherits Time Administrator Role permissions, Inquiry Access and Reporting)

- Quota Overview (PT50)
- Time Evaluation (ZP109)
- Maintenance access to IT 0007, Planned Working Time
- Retro authorization

# Permissions Mapping

## Non-Paid Agencies (CoCode 0020)

### Non Paid Agency EA Processor:

Existing Role:	New Role:
ISIS HR Actions	Employee Administration
Organization Management	Organizational Management
Transfer Administrator	Employee Administration
Merit Administration	Employee Administration

### Special Authorizations:

Existing Role:	New Role:
Inquiry Only	Inquiry Access

**Reporting** – includes Compensation Management, Organizational Management, Personnel Management, Security Administration, and Statistical Summary Reports

### Inquiry Access (inherits Reporting)

- Display HR Master Data (PA20)
- Display Organizational Plan (PPOS\_OLD)
- Display Object (PP01\_DISP)
- EA's will have statewide display access to most data
- Inquiry Only to your Agency Users
  - Display access to data for all employees in the agencies they are authorized to view
  - Statewide display access to Organizational Management data

### Organizational Management Processing Role (inherits Inquiry Access and Reporting)

- Maintain Organizational Unit (PO10)
- Maintain Position (PO13)
- Organizational Plan Change (PPOM\_OLD)
- Maintain Object (PP01)
- Maintenance access to OM infotypes (Object, Relationships, Account Assignment Features, etc)
- IT 0001, Organizational Assignment maintenance access (no other maintenance access in Personnel Administration)
- Retro authorization

### Employee Administration Processing Role (inherits Inquiry Access and Reporting)

- Maintain HR Master Data (PA30)
- Personnel Actions (PA40)
- Retro authorization